S-E-C-R-E-T

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

29 September 1958

25X1A

25X1A

SUGGESTION NO. 58-347: dated 5 February 1958 GS-12, Analyst ORR. DD/I

Summary of Suggestion

Suggester proposed establishing a language lab in "M" Bldg. for ORR personnel to save travel time to and from "I" Bldg.

Summary of Evaluations

25X1A

On 5 February 1958,

AD/ORR, stated:

25X1A

"In September 1957, an analyst in the Office of Research and Reports, contacted the ORR Training Officer to suggest the establishment of a language tape training facility in M Building. Following suggestion, this Office conducted a study to determine the feasibility of such a proposal. This study showed that such a facility in M Building would make a significant contribution to the foreign language training program of ORR professional personnel and, in addition, result in salary cost savings of over \$100.00 a week due to travel time reductions.

"Consequently, ORR established a Language Laboratory with three tape recorders and a small inventory of tapes. This Laboratory is now operating at capacity during duty hours, and thought is being given to providing these facilities for off-duty hour use.

"As a result of ORH's establishment of this Language Laboratory, it is understood that OCI is currently planning to start a similar Laboratory for analysts of that Office.

"As the investigation and ultimate establishment of a Language

25X1A 25X1A

award to

to the suggestion of

Lab for ORR (and indirectly for OCI) was directly attributable it is recommended that the Suggestion Awards Committee favorably consider a suggestion

25X1A

On 12 March, 1958,

DDTR, stated:

25X1A

Chief, Language and Area School, commented as follows on this suggestion:

A commendation by AD/RR to author of the staff study might be appropriate. As for the idea, it has been considered and discussed for four years by ORR and OTR, and only this year approximentally. Previously, a similar set up was created in FDD.

S-F-C-P-F-T

S-E-C-R-E-T

Sugg. No. 58-347 Contd.

"In view of the fact that the suggestion of establishing such a laboratory facility has been under discussion for such a long time I believe it is probably impossible to attribute enough credit to any one individual to justify an award. As I recall the circumstances, it was a combination of cost and administrative difficulties on the one hand, plus a lack of specifically identified interest on the other, which delayed the establishment of this laboratory. This survey finally was undertaken and did reveal sufficient specific interest to justify the action which has been taken. I agree with

suggestion that a letter of commendation should be given to the author of this survey report; he deserves some recognition, but credit for the idea has been so generally

shared that I see no basis for a cash award."

On 15 June 1958,

Chief, Admin Staff, ORR,

"Although this Office can understand the reason for the Office of Training's opinion that the suggestion for the installation of a Language Laboratory in the M-Que Building area per se is not an original suggestion, this Office cannot agree with the conclusion that the suggestor nominated by the AD/RR should be disqualified for an incentive award for that reason.

"The hard fact remains that had not the suggestion for the installation of a Language Laboratory in M-Que Building been made at this time, there would be no Language Laboratory available for the use of individuals in ORR. Today we have this Language Laboratory as a direct result of the suggestion made that we look into this problem at this time.

"It should be noted that the recent survey which resulted in the establishment of a Language Laboratory in this area is not a continuation of action on the recommendation made four or five years ago. At that time the suggestion was made, investigated, and as the DD/TR indicates, was <u>dropped</u> for administrative reasons. The recent survey was an entirely new undertaking instigated by the suggestor nominated by the AD/RR.

"ORR reaffirms its original recommendation that the suggestor receive something more than a nominal award or a letter of commendation."

C. Recommendation of Executive Secretary

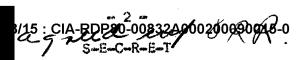
1. Not in line-of-duty (GS-12 Analyst)

2. Award based on Intangible Benefits (Slight-Local, \$25-50)

25X1A

25X1A

25X1A



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S-E-C-R-E-T

Sugg. No. 58-347 Contd.

D. Decision of Committee 25 Award Letter of Appreciation Adopted Not Adopted

2500

25X1A

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

26 September 1958

SUGGESTION NO. 58-517: dated 25 April 1958

GS-5, File Supervisor

RI/Index, DD/P

A. Summary of Suggestion

Suggester proposes the discontinuance of date stamping on newly created cards for the RID/Main Index.

B. Summary of Evaluations

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25X1A

On 4 September 1958, Chief, RID.

stated:

25X1A

"This is to inform the Suggestion Awards Committee that RID has discontinued the date stamping of index cards prepared for insertion in the RID/Main Index. This action was based on a memorandum to the Chief, RID from the Acting Chief, RID/

Analysis and Operations.....

"The savings to be realized from the above suggestion is estimated to be \$330.00 annual rental for the Pitney-Bowes Tickometer and approximately \$200.00 per year in salary for the Tickometer operator.

"RI recommends that an award based on the above estimated be given to the originator of Suggestion 58-517."

C. Recommendation of Executive Secretary

- 1. Not in line-of-duty (GS-5 FieldSupervisor)
- 2. \$30.00 award based on Tangible Savings of \$530.00 for the first year.

D.	Decis:	ion of	Conne	ttee

____Letter of Appreciation Adopted ___Not Adopted.

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

26 September 1958

STATINTL STATINTL

SUGGESTION NO. 58-528: dated 25 April 1958 Records Center

, 65-5, Records Mgt. Analyst

Summary of Suggestion

The suggester proposes that the end flaps of carton boxes used in Records Center be folded in such a way as to permit easy sliding on and off the shelves.

Summery of Evaluations

STATINTL

On 28 April 1958,

Chief, Records Center stated:

"This suggestion has been placed into operation and is proving to be of great benefit to the Records Center. The manhours saved sagms to be approximately right /G:-7, 780 hrs/yr, = \$1848.60 and are now being applied to more profitable projects. In addition to the savings shown in the suggestion, there has been an additional saving, small though it may be, in that two to three hundred torn boxes do not have to be replaced each year. These boxes were torn when the searcher would lose his temper and forcibly pull the box from the shelf. At lif a box this saving amounts to \$22 to \$33 a year.

STATINTL

"In fact, the suggestion works so well, that it should be made available to other Records Centers throughout the government."

On 16 July 1958, ment Staff, stated:

Acting Chief, Records Manage-

"Criss-crossing flaps on records center storage cartons is a simple, convenient way to prepare boxes for shipment. However, boxes closed in this manner can be difficult to service from shelves in the Center.

"I concur in the comments of the Chief, Records Center that a trial of the suggested method has proven of great benefit in his operation. Searching time is saved because it is not necessary in many cases for the searchers to remove the box completely from the shelf. When boxes must be removed the method saves time in the pulling, opening, closing and reshelving of the container.

"The Center estimates time saved among the five people doing reference work at approximately 780 manhours per year. Based on total reference services during the last fiscal year, this estimate appears reasonable. However, it still remains an

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C. J. A. J. N. T. E. R. N. A. L. U.S. E. O. H. J. Y.

26 September 1958

"The Records Center has demonstrated that this method of closing boxes improves operations and has adopted the procedure. I feel that this suggestion contributes to better morals and working conditions and to a reduction in man hours for searchers. I therefore recommend that the suggester receive an award of \$100 based on moderate to high intangible benefits in a limited area."

C. Background

STATINTL

- The suggester, at the time the suggestion was made, was a GS-5 with no responsibilities in this line.
- 2. Chief, Records Center, informed us of the following:
 - a. The suggester overheard griping and complaints from the shelf men, because of the trouble they were having extracting the boxes from the shelves.
 - b. The suggester looked the situation over and suggested they correct the situation merely by changing their method of folding down the flaps. (He was not responsible for doing this.)
 - c. The change was put into effect and the savings were figured out to be approximately \$1,681.00 in man-hours plus intangible savings for morale.
- 3. The savings mentioned in 2g would ordinarily merit an award of \$75.00 for Tampible Savings of \$1,831.00 plus \$10-25 for Intangible Benefits (Slight-Local).
- D. Resumendation of Executive Secretary
 - 1. Not in line-of-duty (08-5, Records Mgt. Analyst)
 - 2. \$50.00 award based on Intangible Benefits (Slight-Extended)

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	Adopted	b. sews award	Letter of	Appreciation
	Not Adopted			
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To CSO:

Find outwhenthis started & send to CSC for referral to other Record Centers JK

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CONFIDENTIAL

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

26 September 1958

25X1A

25X1A

SUGGESTION NO. 58-593: dated 5 June 1958
GS-5, Technician
Machine Branch, RI, DD/P

A. Summary of Suggestion

Suggester <u>designed</u> and proposed the use of a carbon support and card holder for the flexowriters used in RI.

B. Summary of Evaluations

25X1A 21 July 58

On 18 July 1958, Chief, RI,

stated:

"It is recommended that this employee suggestion be adopted. Our records indicate that the Typing Section will save considerable time, effort and material if this carbon support and card holder is put into use. At the present time we have considerable difficulty in the installation, feeding, etc., of carbon paper and cards.

"We cannot estimate the monetary savings which will result from the adoption of this suggestion. However, there will certainly be very tangible savings. Fewer cards will have to be re-typed; we will undoubtedly turn out a much better product and savings will result in faster removal of cards from the flexowriter. These improvements will increase production and improve employee morale."

On 29 July 1958, Business Machines Services, stated:

25X1A

"Suggestion No. 58-593 is recommended for adoption. The device described therein is now in use on two Flexowriters. Based on the amount of time being saved on those two machines, it is estimated that total savings on nine machines which will soon be equipped with the Carbon Support and Card Holder, will amount to two hours per day. Thus, the award for this suggestion should be predicated on an annual monetary savings of one-fourth of a GS-4's salary or \$938.00.

"At this time, no other application for the suggestion exists in the Agency and none is foreseen for the near future. Intangible benefits were taken into account in estimating total savings noted above."

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Sugg. No. 58-593 Contd.

- C. Recommendation of Executive Secretary
 - 1. Not in line-of-duty (GS-5 Technician)
 - 2. \$50.00 award based on an estimated first years tangible savings of \$938.00.
- D. <u>Decision of Committee</u>

Adopted 50 Award

__Letter of Appreciation

Not Adopted

25X1A

50. N

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

26 September 1958

SUGGESTION NO. 59-15: dated 2 July 1958

OCR, DD/I

GS-12, Analyst

STATINTL

A. Summary of Suggestion

Considerable difficulty has been experienced in maintaining due to the fact that frequently the information which a machine comparison is based upon has been changed and a manual operation is necessary to "pull" the changed cards from the file. The suggester proposes breaking this bottleneck by obtaining a complete and then mechanizing most of this work. the RFR file on a current basis through machine processing. This

25X1A

Summary of Evaluations

On 7 July 1958, Branch, SR/OCR, stated:

Acting Chief, Radio Stations

STATINTL

STATINTL

"As a result of support suggestion, steps have been taken to obtain from the International Frequency Registration Board, (IFRB) publishers of the RFR, a machine listing of those items deleted from the file wherein any of the identifying information has been changed. From this listing, cards will be punched to be used in selecting deleted items from the basic RFR file. The IFRB has agreed to furnish such a listing on a quarterly basis."

On 6 August 1958, Chief, Business Machines Services, stated:

STATINTL

"Our investigation reveals that the suggestion, both the problem stantially accurate.

"It is recommended that any awar case be based on a recurring save per year."

C. Recommendation of Executive Secretary

1. Not in line-of-duty

2. \$45 award. "Our investigation reveals that the situation as set forth in the suggestion, both the problem and the remedy, are sub-

"It is recommended that any award which may be made in this case be based on a recurring savings of 10 weeks analysts'time

1. Not in line-of-duty (GS-12, Analyst) 2. \$45 award based on Tangible Savings of \$834.00 per year. (GS-5, Step 3 -- 10 week period).

Approved For Release 2000/08/15: CIA-RDP80-00832A000200090015-0 C-I-A I-N-I-E-R-N-A-L U-S-E O-N-L-Y

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Sugg. No. 59-15 Contd.

D.	Decision of Commit	iee		
	Adopted	bg.swA	Letter o	f Appreciation
	Not Adopted			



S-E-C-R-E-T

26 September 1958

25X1A

MEMORANDUM FOR:

SUBJECT

- * Agenda for Meeting of Suggestion Awards Committee
- 1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 9 October 1958 at 10:00 a.m. in Room 2601, Curie Hall. Juesday, 21
 - 2. The following items for your review are enclosed:
 - TAB 1 Tentative Agenda
 - TAB 2 Minutes of last Committee meeting
 - TAB 3 -- Minimal Awards by Chairman
 - TAB 4 Summary of Suggestions to be considered at this moeting

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

25X1A

/ Executive Secretary

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

26 September 1958

STATINTL

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SUGGESTION NO. 58-447: dated 1 April 1958 . GS-8. Illustrator OBI, DD/I

A. Summary of Suggestion

Suggester proposed the printing of a pad of adhesive backed forms containing the words: figure no., plate no., color, map no., NIS, and Section - for the use of graphics illustrators.

B. Summary of Evaluations

On 23 April 1958, Special Assistant to AD/BI. stated:

STATINTL

"OBI has investigated Suggestion 58-447 and finds it applicable to the operations of the Publication Division. Accordingly, OBI intends to adopt this suggestion for use as submitted.

"The suggested form will be used by nine illustrators in the Publication Division, where its use will facilitate the handling of large quantities of multi-color graphic material. In addition, use of this form should help to expedite work on NIS graphic material at the Administration Building printing plant.

"A realistic dollars-and-cents estimate of savings that will accrue from adoption of this suggestion is not believed possible. OBI does believe, however, that the suggestion merits monetary

recognition within the range of Local Application, Slight Benefit."

On 11 June 1958, Chief, Admin Staff, OL, informed STATINTL this Staff that with minor modification and approval by Forms Management Staff, this form would be adopted for use in the PSD Admin Building Plant.

On 11 September 1958, Forms Management Staff ordered 8,000 of these forms.

C. Recommendation of Executive Secretary

- 1. Not in line-of-duty (GS-8, Illustrator)
- 2. Award based on Intangible Benefits (Slight-Local, \$25-50)

	D. Decision of Committee 35,00						
		Adopted	Award Award	Letter of	Appreciation		
	.A	Not Adopte	đ				
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S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

26 September 1958

25X1A

25X1A

25X1A

SUGGESTION NO. 58-278: dated 30 December 1957

Photo Intelligence Center, DD/I

A. Summary of Suggestion

X

Suggester proposed the use of a 20-power stereoscopic microscope and the new photographic interpretation technique for the analysis of minute objects on aerial photographs.

B. Summary of Evaluations

On 3 February 1958,

C/TSS/APD stated:

C/TSS/APD/OB/ has stated that the suggestion is a useful one. He has also stated that it is not the complete answer to the stereo problem. In view of the latter, he states that the suggestion furnishes an interim solution and that R&D will continue to develop a piece of equipment more nearly meeting the overall requirement."

On 28 February 1958, Mr. A. C. Lundahl, Chief, Photo Intelligence Division, ORR stated:

"The author has shown a great deal of insight in the application of stereo-microscopic viewing to photographic intelligence. Though none of the suggested techniques are necessarily new to the state of the art, there was no stereo microscope adapted for the photographic stereo viewing on the market at the time of the suggestion. This analyst has shown a great deal of ingenuity in adapting a presently available instrument for this type of work. This effort is commendable because it has made possible the use of this instrument approximately 18 months in advance of a commercially produced product. Due to the fact that the need for this type of instrument was very pressing, it seems that this man should be rewarded. Although the suggestion is not in the same category as a technical break-through, it is recommended that a nominal monetary award be given in this case."

25X1A

On 5 March 1958,

stated:

"This should have an intangible award - definite savings not figureable -- in the Slight-Local category. \$50.00."

S-E-C-R-E-T

Sugg. No. 58-278 Contd.

- C. Recommendation of Executive Secretary
 - 1. Not in line-of-duty (Job description available)
 - 2. Award based on Intangible Benefits (Slight-Local, \$25-50)
- D. Decision of Committee

 20.70 Adopted

 Award

 Not Adopted

 Not Adopted

recommended,

S-E-C-R-E-T

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

10 SEPTEMBER 1958

25X1A

SUGG. NO. PI-1590: dated 23 February 1955

GS-13, Analyst

ORR, DD/I

Summary

Suggester proposed mechanizing the notes of the individual analysts by the use of an edge-punched card similar to the McBee Keysort or the Flexisort, so that other persons could readily take advantage of these notes.

Action Taken

: Thorough trial resulted in decision to adopt in

limited areas.

Award

: Letter of Appreciation

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25X1A

SUGG. NO. 2198

dated January 1956

2633

: dated 29 October 1956

GS-12, Training Officer

CI, DD/P

ILLEGIB

25X1A

Summary

2198:

Suggester proposed that employees be furnished adequate cover information when they are given

checks drawn on confidential fund accounts.

2633:

Suggester proposed that an abstract of or reference be issued with all checks drawn

on confidential fund accounts.

Action Taken

: Unvouchered payroll will henceforth attach

negotiation instructions on all checks.

Award

\$20.00 award granted.

25X1A

SUGG. NO. 3214

dated 25 June 1957

GS-9, Researcher

CI, DD/P

25X1A

SUGG. NO. 58-537 : dated 7 May 1958

GS-12, C/O

WE, DD/P

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S-E-C-R-E-T

Minimal Award Cases Contd. 10 September 1958

SUGG NO. 3214 and SUGG NO. 58-537 Contd.

Summary

The two suggesters proposed that first aid kits be made more readily available throughout the Agency.

Action Taken

: Medical Notice prepared to publicize location of

first aid kits.

Award

\$10.00 award to each.

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25X1A

SUGG. NO. 58-269 : dated 30 December 1957

, GS-4, Payroll Clerk Finance Division, Office of Comptroller, DD/S

25X1A

Summary

At present, the monthly Quarters Report, issued by to Headquarters, lists all employees. Suggester proposed amending this report to list only employees who have had a change in their quarters.

Action Taken

New format was adopted.

Award

: \$15.00 award granted.

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25X1A

SUGG. NO. 58-305 :

dated 16 January 1958

, GS-7, Cryptographer

Office of Cummunications, DD/S

Summary

Suggester proposed a revision of the procedure for repeating words for clarity and emphasis, and the discontinuance of phoneticizing the letters "Z" and "J" in the transmission of cryptographic

documents.

Action Taken

Office of Communications has changed its repeating procedure but did not adopt idea to phoneticize "Z" & "J".

brawa

\$25.00 award granted.

S-E-C-R-E-T

Minimal Award Cases Contd. 10 September 1958

25X1A

SUGG. NO. 58-334 : dated 31 January 1958

GS-13, 10

00. DD/I

Summary

Suggester proposed that a bulletin board be placed in the Matomic Building for use of OO employees.

Action Taken

: Two bulletin boards have been installed in the

Matomic Building.

Award

: \$15.00 award granted.

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25X1A

SUGG. NO. 58-381 : dated 6 February 1958

GS-13, Analyst

EE, DD/P

Summary

In an attempt to clear the driveway out of Quarters Eye during rush hours, the suggester proposed placing a sign, just at the right of the drive-out of Quarters Eye, to read: "DO NOT BLOCK DRIVEWAY" or "DO NOT BLOCK INTERSECTION".

Action Taken

: The Park Police have agreed to this improvement.

Award

: Letter of Appreciation

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25X1A

SUGG. NO. 58-516 : dated 25 April 1958

GS-7, Clerk

RI. FI. DD/P

Summary

Suggester proposed a procedure for the replacing of cards in the RID/Main Index.

Action Taken

The dual filing operation has been eliminated in RID/Main Index.

Award

: \$25.00 award granted.

S-E-C-R-E-T

Minimal Award Cases Contd. 10 September 1958

25X1A

SUGG. NO: 58-580 : dated 26 May 1958

GS-5, Clerk Typist

OC, DD/S

Summary

Suggester proposed modification of the routine letter notifying an individual about to enter on duty to provide for a possible pay lag of six weeks rather than four weeks and to amend language used in request that the employee bring appropriate evidence of his and his dependents' dates of birth.

Action Taken

Suggestion was adopted in part — letters to appointees are more explicit as to pay arrangements.

Award

: \$15.00 award granted.

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25X1A

SUGG. NO. 58-598 : dated 10 June 1958

GS-14, Security Asst.

Building Planning Staff, OL, DD/S

Summary

Suggester proposed that the shuttle bus shelter located at R&S Building be turned part way around so that prevailing northwest storm winds will not blow into the shelter.

Action Taken

• OL will relocate the shelter and affix a sign reading "Shuttle Bus Passenger Shelter".

Award

Letter of Appreciation

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25X1A 25X1A SUGG. NO. 58-626 : dated 13 June 1958

, GS-7, Records Mgt. Analyst

Records Center.

Summary

Suggester proposed that the Records Center be permitted to discontinue its present practice of making and retaining a copy of the Courier Receipt, Form No. 240, when it transmits records to requestors as the courier receipt number is always entered on the Form 490, Records Center Service Request.

Action Taken

: Courier Receipt number on Form 490, Reference Service Request considered sufficient.

Award

\$10.00 award granted.

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S-E-C-R-E-T

Minimal Award Cases Contd. 10 September 1958

25X1A

SUGG. NO. 59-24 : dated 14 July 1938

GS-12, Economist

ORR, DD/I

Summary

At present, when books are purchased and placed on Library shelves for utilization, the covers are removed. Suggester proposed that the section of the cover providing a brief biographical sketch of the author be saved and posted inside the book.

Action Taken

: The Library will comply to the most practical

extent.

Award

: Letter of Appreciation

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

26 September 1938

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SUGGESTION NO. 58-112: dated 14 August 1957

(GS-6), Pressman Printing Services Division, OL, DD/S

A. Summary of Suggestion

Suggester proposed a new technique (Colitho fountain solution)

suggester a fountain etch and as a plate etch to be used as a fountain etch and as a plate etch.

Sugmary of Evaluations

STATINTL

On September 17, 1957, stateda

Chief, Admin Staff/OL

"...This suggestion has been in effect in the Special Printing Branch for the past seven months. This Branch is the only component of the Division where it is adaptable since it is most effective in processing short-run plates.

"The use of Colitho fountain solution as a fountain etch and also as a plate etch has eliminated the need for a separate plate etch. The solution is mixed in the same proportions both as a plate etch and as a fountain solution, thus insuring a balanced solution for all presses.

"Estimated savings for one year - \$789.88."

Cable Secretariat, OCR, and TSS have no use for this type of solution.

C. Recommendation of Executive Secretary

Not in line-of-duty (Pressman)

2. \$40.00 award based on Tangible Savings of \$789.88

D. Decision of Committee

48.00 ok

Adopted

____letter of Appreciation

betgabA toM

De phaned send This to CSC. Ja possible appeir elsewhere.

Approved For Release 2000/08/15: CIA-RDP80-00832A000200090015-0

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